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**ARTICULATION AGREEMENTS Updated 15 Jan 2025**

**Business Case Template**

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| **1** | **QUEEN’S UNIVERSITY LEAD** | |
| **1.1** | **Faculty/School proposing this agreement** | Proposer Name:  Position:  Faculty/School:  Email:  Phone: |
| **1.2** | **Date of Approval to Proceed** |  |
|  | **Recommendation and Approval Authority from Approval to Proceed** |  |
| **2** | **GENERAL INFORMATION** | |
| **2.1** | **School(s)/Faculty(ies) involved in this arrangement** |  |
| **2.2** | **Queen’s award(s) which student will receive** |  |
| **2.3** | **Is this a new agreement or a renewal?** | New agreement or activity  Renewal of an existing  agreement  Renewal of an existing agreement expanded with added new activity/activities, e.g. articulation to a new QUB programme  Addendum to accommodate change to existing agreement in term. Please outline |
| **2.4** | **Anticipated Term of Activity**  **(five year maximum)** | Start date:  date\_\_/\_\_/\_\_  End date if less than 5 years:  date\_\_/\_\_/\_\_ |
| **2.5** | **Please indicate the Articulation Model of this proposal** | Part A  1+2  2+2 or 2+3  2+1 or 3+1  Any Other model not listed above– please provide rationale |
| Part B  Intra-Faculty Arrangements  Cross Faculty Arrangement  Double Award  Dual Award  Any Other model not listed above– Please provide rationale |
| **2.6** | **Any other collaborative models to be included on MOA in addition to Articulation Arrangements?** | Progression Agreement  Study Abroad/Student Exchange  Research Collaborations  PhD Student Training  Any Other model – please outline |

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| **3** | **PARTNER INSTITUTION** | | | |
| **3.1** | **Name, address and website of partner institution** |  | | |
| **3.2** | **Details of partner institution Academic lead** | Name:  Position:  Name:  Position: | | Faculty/Academic Unit/Area:  Email:  Phone:  Administrator lead |
| **3.3** | **Institutional context and due diligence. Date of Due Diligence search: \_\_\_\_\_\_\_\_\_**  **Please attach due diligence carried out for Approval to Proceed stage .** | | | |
| **3.4** | **Provide evidence confirming partner intention to enter into the agreement.**  e.g. email from partner academic lead or International Office |  | | |
| **3.5** | **What is the academic standing of the proposed partner?** Eg position in Global League Tables ie Times Higher World University Rankings |  | | |
| **3.6** | **Does the partner operate within an established Quality Framework** eg QAA | Yes | No | |
| Details | | |
| **4** | **DETAILS OF COLLABORATION (cross reference Approval to Proceed)** | | | |
| **4.1** | **Provide any additional information since ATP on how this partnership will help to achieve University/Faculty/School objectives and contribute towards Strategy 2030. (*ie in reference to inclusion of other Schools/Faculties)*** | | | |
| **4.2** | **Please describe the rationale for the proposed collaboration/expanded collaboration/renewed collaboration and its specific strengths noting any significant meetings that have occurred in relation to this agreement.** | | | |
| **5** | **ACADEMIC CONSIDERATIONS** | | | |
| **5.1** | **Please attach the completed curriculum mapping proforma, Annex x.** | | | |
| **5.2** | **Will any changes be required to the programme to facilitate the proposed arrangement identified through the curriculum mapping (e.g. programme specification, programme delivery, mode of study, new or revised modules)?** | | | |
| **5.3** | **Have admissions requirements been approved by Admissions and Access Service?**  Yes  No | | | |
| **Attach Annex x as evidence of confirmation and any agreed actions following consultation with Admissions and Access Service.** | | | |
| **6.** | **FINANCIAL CONSIDERATIONS (*to be completed in consultation with Faculty Finance)*** | | | |
| **6.1** | **Provide potential expected maximum and minimum student numbers. (Renewals to include actual student numbers and forecast. Has this changed from data provided in ATP stage, if so, please provide updates from ATP stage).** | | | |
| **6.2** | **Provide Market Intelligence Report and analysis of the market research.** | | | |
| **6.3** | **Provide marketing and promotion plan for initial recruitment and for the lifetime of the proposed partnership to ensure achievement of projected recruitment** | | | |
| **6.4** | **Please attach Annex x giving details of potential income on the costing template which has been approved by Finance.** | | | |
| **6.5** | **Will students transferring under the arrangement be included in the MASN? How will this be accommodated?** | | | |
| **6.6** | **What fee rate will be applied to the proposed collaboration?**  *Please indicate the appropriate assigned fee rate as outlined in the Tuition Fee Schedule which can be found at* <http://www.qub.ac.uk/directorates/sgc/finance/TuitionFees/>  *Please tick the relevant box below which specifies the  appropriate Fee Rate for this programme*  ***UG: Fee Rate 1*  *Fee Rate 2* *Fee Rate* 3 *Fee Rate 4***  ***PGT: Fee Rate 1*  *Fee Rate 2* *Fee Rate 4*** | | | |
| **6.7** | **What discounts / scholarships will be applied or made available (standard University scholarship package or bespoke arrangement)?** | | | |
| **6.8** | **RESOURCES –** *Please complete after consultation with your School/Faculty Finance team*  **How will incremental direct costs (marketing, partnership management etc) relating to the maintenance of the proposed partnership be funded? (i.e. new investment or re-allocation of current funds/resources)?** | | | |
| **6.9** | **Describe any additional resources (human or financial) required to support this proposal, OR for renewal proposals describe how resources have been managed.** *Please complete after consultation with your School/Faculty Finance/Management team* | | | |
| **7.** | **STUDENT OUTCOMES** | | | |
| **7.1** | **Obligations to students – What student transition support arrangements will be available to ensure students have best opportunity to succeed?** *– Please complete after consultation with your School/Faculty Education teams* | | | |
| **7.2** | **Please provide any updates on student outcomes since Approval to Proceed.** | | | |
| **7.3** | **What English Language support/provision is available on transition (where necessary)?** *– Please complete after consultation with your School/Faculty Education team* | | | |
| **8.** | **OPERATIONAL CONSIDERATIONS** | | | |
| **8.1** | **Describe the arrangements and provide the timeline for the selection and enrolment of students.** | | | |
| **8.2** | **Please provide outcome of consultation with Immigration Support Services (if appropriate).** | | | |
| **8.3** | **Please provide details on the nature and extent of GDPR information and data sharing requirements?** *e.g is transfer of credits required?/academic offences?* | | | |
| **8.4** | **Describe on the arrangements for credit transfer and how student performance is to be confirmed with partner? Provide the consultation with Student Registry***– Please complete after consultation with your School/Faculty Education team* | | | |

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| **ENDORSEMENTS AND APPROVAL** | |
| **Proposer** | **Name:**  **Role:**  **Date:** |
| **Faculty Finance** | **Name:**  **Role:**  **Date:** |
| **School Management/Executive Board** | **Name:**  **Role:**  **Date of meeting**  **Minutes attached** |
| **Faculty Executive Board** | **Name:**  **Role:**  **Date of meeting**  **Minutes attached** |
| **Faculty Decision** | Approved  Endorsed  Endorsed but seeking further scrutiny from ECQS |
| **ECQS meeting for approval for Category 2 Articulation Arrangements** | **Meeting** |
| October  November  February  March  May  June |

**Typology of Risk**

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|  | Type of arrangement √ as many as appropriate | √ | Approval Authority |
| Category 1 | 1+2, 2+2, 2+3 (stage 2 entry) |  |  |
|  | Individual School/Intra Faculty no impact on PSRB |  | Faculty  (Proposals can also be referred to ECQS as appropriate) |
| Renewal (non-substantive changes) Student outcomes in line QUB thresholds |  |
| Current partner – add new discipline |  |
| Renewal of 2+1 and 3+1 (non-substantive changes) and student outcomes in line with QUB thresholds |  |
| Category 2 | 2+2 and 2+3 |  | ECQS |
|  | New cross Faculty arrangement |  |
| Existing partner being expanded to include additional School from another Faculty |  |
| Implications for PSRB |  |
| Cross Faculty renewal of existing arrangements |  |
| Renewal of existing School/Intra Faculty arrangement - student outcomes not in line with QUB thresholds |  |
| All 2+1 and 3+1 arrangements |  |

**Next Steps**

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| Refer back to School | Not yet approved – Reason |  |
| FEB approved (Category 1 arrangements) | Submit approved Business case documentation to Academic Affairs for development of MOA. |  |
| ECQS approval needed (Category 2 arrangements) | Submit endorsed Business case with curriculum mapping, due diligence and risk assessment to Academic Affairs |  |

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| **Documentation checklist for Faculty** | **√** |
| Approval to Proceed Form |  |
| Due Diligence report |  |
| Evidence of partners intention to enter into agreement |  |
| Curriculum Mapping document |  |
| Evidence of confirmation from Admissions and Access |  |
| Marketing Intelligence Report |  |
| Marketing and Promotion Plan |  |
| Costing Template |  |
| School Executive Board Minute |  |